



# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

## **Project Name: City Hall & City Hall Annex Electrical Switchgear Systems**

### **3 – EVALUATION PROCESS AND CRITERIA**

#### **3.1 EVALUATION PROCESS**

The Respondents will be evaluated as follows:

**Step One:** Statement of Qualifications – An evaluation committee will review and evaluate Respondent's SOQ, based on the evaluation criteria set out below. Respondents can receive up to 100 points for the SOQ. A maximum of five firms will be short-listed to participate in Step Two.

**Step Two:** Interviews/Presentations – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be evaluated based on evaluation criteria set out below. The Respondent can receive up to 100 points for the interview/presentation.

The apparent successful Respondent will be the Respondent that is most qualified based on the combined SOQ and interview/presentation scores.

#### **3.2 EVALUATION CRITERIA FOR STEP ONE**

The SOQs will be evaluated as follows:

1. Respondent's Experience (35 Points Maximum) – reference Section 1.1 of SOQ
2. Proposed Key Personnel's Experience (30 Points Maximum) – reference Sections 2.1 – 2.4 of SOQ
3. Proposed Key Personnel's Office Locations (10 Points Maximum) – reference Section 3.1 of SOQ
4. Design Team Relationships (10 Points Maximum) – reference Section 4.1 of SOQ
5. Proposed Design Team and Sub Consultants (15 Points Maximum) – reference Section 5.1 - 5.2 of SOQ

The Respondents may be disqualified, if the submittal is not complete.

### **3.3 EVALUATION CRITERIA FOR STEP TWO**

The Proposed Key Personnel should make a twenty minute presentation covering the following topics:

- Introduction
- Highlight relevant project experience of Proposed Key Personnel and/or Design Team, including work with this Construction Delivery Method
- Ideas Related to this Project

Following the presentation, the Evaluation Committee Members will ask questions. The Interviews/Presentations will be scored as follows:

1. Overall Presentation (40 points maximum)
2. Key Personnel and Design Team Qualifications and Experience ( 30 points maximum)
3. Approach to this project (30 points maximum)